

FILED

RETURN TO

RECORDS SERVICES DIVISION
16 March 1954

MEMORANDUM FOR: File

SUBJECT: Visit to Vital Materials Repository

1. An inspection of the Vital Materials Repository was made on 11 March. The condition of the work at the Repository is current with the exception of an accumulation of maps which remain unfiled because of a lack of the proper cabinets to house them.
2. The volume of punched cards being deposited regularly in the Repository indicates a need for additional cabinets to house them. In addition, the number of punched cards being deposited requires that they be maintained on a current basis and any cards which do not reflect an up-to-date situation should be destroyed. It was noted that several thousand non-current punched cards were awaiting destruction.
3. There are approximately 20 reels of microfilm containing OSS "Morning Reports." An investigation should be made with the Personnel Office to determine if this film represents vital material. If it does not, it appears that the film should be more appropriately deposited with the Agency Records Center.

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